

ATTACHMENT AA

Facility Tour Schedule for DPSCS Pharmacy Services RFP

INSTRUCTIONS

Visitors to the facilities will be required to follow guidelines set forth below. Failure to do so will prevent entry to the facilities.

As soon as possible but no later than July 12, 2017, potential Offerors should submit via email to the Procurement Officer names of representatives who will be visiting the facilities (including the specific facilities that will be visited), social security numbers, dates of birth and copies of current drivers' licenses. Information can be emailed securely by using Virtru (<https://www.virtu.com/get-secure-email/>).

Any person who does not pass the background check will not be allowed to participate in the tour and there will be no substitutions. **Offerors shall be limited to two representatives for each facility.**

All participants must carry a picture ID with them (such as a driver's license) on the day of the tour. Participants must come prepared to walk multiple blocks between facilities and may be required to drive between some facilities. All persons shall be searched, including at a minimum an electronic screening and a pat down. You may be required to remove your shoes, belts or any metal that may set off the metal detector so it is advisable to avoid boots that may be hard to take off. There is no appeal if a visitor is denied entrance.

Tours are not to be used to ask questions about the RFP or the facility. The purpose of the tours is to familiarize potential offerors with the geography and physical layout of the facilities. All questions about the RFP should be submitted to the Procurement Officer via email or eMaryland Marketplace.

- No communication devices (cell phones, beepers, Blackberries, computers, etc.), weapons or cameras will be admitted to any DPSCS facility unless an offeror has already been cleared (incumbents) to carry such appliances and the appliance already has a Maryland state inventory tag.
- No purses, bags, lunches, briefcases, or other carry-on materials other than a pad of paper and a pen or pencil will be permitted in any facility. (Time will not permit visitors to apply for and get a locker for these items during the brief time prospective Offeror's representatives will be onsite).
- Clothing items made from denim may not be worn into facilities. Other forbidden clothing items include open-toed shoes, sleeveless blouses not covered by a jacket, shorts, and tee shirts.
- No sundries can be taken into facilities including tobacco, soda, water, other drinks, chewing gum, candy and snacks. If it is necessary to have some sort of food secondary to a medical condition, it must be carried in a clear plastic bag for inspection by security on arrival at each facility. Please visit the DPSCS website for further information on entry into the facilities.

PARKING

Some of the Service Delivery Areas (SDAs) will require that touring prospective Offeror's representatives drive their cars from facility to facility, so each company should try to avoid using more than one car as parking may be less than desirable in some SDAs, and very limited in Baltimore. Parking is available in Baltimore on Madison Street beginning at 9:00 a.m. You should plan to be on East Madison Street between 8:50 a.m. and 9:00 a.m. but you may not leave your car until 9:00 a.m.

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Wednesday, July 26, 2017 10:30 a.m. CUMBERLAND WESTERN MARYLAND

- WCI
- NBCI

Thursday, July 27, 2017 10 a.m. HAGERSTOWN WESTERN MARYLAND

- MCI-H
- MCTC
- RCI.

Friday, July 28, 2017 8:30 am JESSUP REGION – Start at MCI-W, then BCF, Dorsey Run, MCIJ and JCI

- JCI
- MCI-J
- MCI-W
- Day,
- **Dorsey Run**

Friday, July 28, 2017 2 p.m. Patuxent

- PATUXENT

Monday, July 31, 2017 9 a.m. Baltimore – Start at BCBIC on Madison St. side, then to CDF, JI, MRDCC, MTC and YDC

- BCBIC
- MRDCC
- MTC
- Youth Detention Center

Monday, July 31, 2017 2 p.m. Baltimore

- CDF

Tuesday, August 1, 2017 11:00 a.m. EASTERN REGION

- ECI